

BRA/EDIC EMPLOYMENT OPPORTUNITY		PLEASE POST!!
<b>TITLE:</b> PROGRAM COORDINATOR, WRITEBOSTON	<b>JOB VACANCY POSTING NO.</b>	<b>79-01</b>
	<b>POSTING DATE:</b>	<b>11/20/01</b>
<b>EMPLOYMENT STATUS:</b> EDIC Employee	<b>EXTERNAL DATE:</b>	<b>12/4/01</b>
	<b>POSITION FILLED:</b>	
<b>DEPT/DIV:</b> WRITE BOSTON/JCS	<b>DATE:</b>	
	<b>NAME:</b>	

**SUMMARY:** Under the direction of the Deputy Director for WriteBoston, develop and oversee core school-based and out-of-school writing supports for a community-wide effort aimed at improving writing proficiency among Boston middle and high school students. Serve as the primary liaison both with schools and with out-of-school youth settings. Lead a team of school-based and community writing coaches to provide high quality staff development in effective writing skills to teachers and out-of-school/community program staff.

Develop annual operating plan with goals, objectives and benchmarks for all WriteBoston core school-based and out-of-school writing supports. Successfully manage plan by overseeing all program activities, including program design, implementation and evaluation.

Interview, select, orient, train and supervise WriteBoston's team of school-based and community writing coaches.

Work with selected schools and after-school, youth employment and community youth programs to determine staff training and resource needs. Design and oversee a staff training and resource distribution system that meets these needs.

Develop and implement a strategy for training and deploying community volunteers as writing mentors, tutors and classroom writing aides.

Manage WriteBoston's relationship with community partners who directly contribute to writing support programs. Coordinate and lead meetings of the WriteBoston Writing Advisory Group.

Collaborate with Director and WriteBoston's Steering Committee on operational and strategic planning.

Perform other related duties as assigned.

**QUALIFICATIONS:** Work requires a minimum of a Masters Degree in Education or equivalent; including extensive course work in secondary school literacy. Must have more than 10 years of teaching, staff training and curriculum development experience. Knowledge of Boston Public Schools is desirable. Budget experience is preferred. Requires evening and weekend hours as program demands.

**GRADE: 20**

**HIRING RANGE: \$44, 681.00-\$53,715.48**

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

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**E-mail: hr.bra@ci.Boston.MA.US**

**Auxiliary aids and services are available upon request to individuals with disabilities.**

**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.**